

AGENDA PM_{2.5} Performance Evaluation Program (PEP) Field Training - RTP, May 24 and 25th 2000		
DATE/TIME	ACTIVITY	INSTRUCTOR
Wednesday May 24 08:00 -8:30	<i>Room - Mendenhall & Bellamy</i> Opening welcome and remarks, Introduction of instructors PM _{2.5} Performance Evaluation Program - Program Overview Overview of field tasks. Summary of tasks the Field Scientists will perform.	Mike Papp
08:30-9:30	<i>Room - Mendenhall & Bellamy</i> Overview of SOPs (2 through 11). Summary of tasks needed to perform the Standard Operating Procedures. Demonstrations of trip preparation, assembly, set-up, verification, operation, data retrieval and filling in Chain of Custody and Field Data Forms.	Hanley- Lead Watkins - Assistant
09:30-10:00	<i>Room - Mendenhall & Bellamy</i> Explain how class will be divided for next two days. Give out schedule with times. Assign everyone to Group 1 or Group 2 by separating class into two groups.	David Musick
10:00-10:15	Break	---

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Wednesday May 24 1015-12:00 Individual breaks as needed during training.	<i>Room - Mendenhall & Bellamy</i> Group 1 is in a class-like arrangement and covers SOPs 2, 3, 9, 10 and 11. Hands-on activities include use of data sheets, handling of shipment containers, examination of filters, use of Chain of Custody form.	<i>Room - Hope</i> Group 2 receives a lecture and demonstration of SOPs 4 and 5. Group then divides up and gather around each of the BGI samplers and take turns learning how to perform the SOPs.	Group 1: Mike Papp, EPA Nealson Watkins SOPs: 2,3,9, 10 and 11 Group 2: David Musick, EPA Tim Hanley, EPA SOPs: 4 and 5
12:00 - 1:15	Lunch		
1:15 - 2:15	<i>Room - Mendenhall & Bellamy</i> Group 1 SOPs 2, 3, 9, 10 and 11. (continued)	<i>Room - Hope</i> Group 2 SOPs 4 and 5 (continued)	EPA Instructors
2:15- 2:30	Break		
2:30 -5:00	<i>Room - Mendenhall & Bellamy</i> Group 2 SOPs 2, 3, 9, 10 and 11	<i>Room - Hope</i> Group 1 receives a lecture and demonstration of SOPs 4 and 5.	EPA Instructors
Wednesday Evening 5:00-7:00	Instructors and samplers available for extra practice; study time; answer questions.		EPA Instructors

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Thursday May 25 08:00-1000	<i>Room - Mendenhall</i> Group 1 trainees hear lecture, sees demo, and then practice doing SOP 6 (verifications)	<i>Room - Bellamy</i> Group 2 trainees hear lecture, sees demo, and then practice doing SOP 8 .	Group 1. David Musick, EPA Nealson Watkins. Group 2. Tim Hanley, EPA Mike Papp, EPA
10:00-12:00 Individual breaks as needed during training.	<i>Room - Mendenhall</i> Group 2- SOP 6 (verifications)	<i>Room - Bellamy</i> Group 1- SOP 8.	EPA Instructors
12:00 - 1:00	Lunch		
1:00 - 5:00	<i>Room - Mendenhall</i> Performance Evaluation	<i>Room - Bellamy</i> Written Test	Perf Eval. Hanley, Musick, Watkins, Papp, Test - Mark Shanis
5:00 - ?	May need to continue PE		

NOTE: To be certified as an EPA Performance Evaluator, both written and performance exams must be passed. An acceptable passing grade on the written exam is 90% or greater and an acceptable passing grade on the performance exam is 100%.